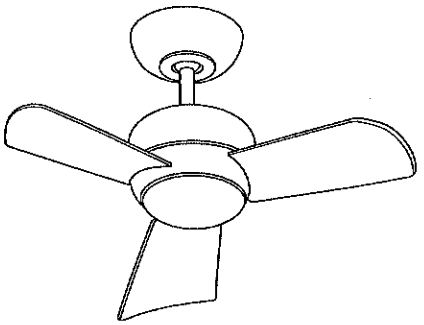
READ AND SAVE THESE INSTRUCTIONS



Damp Location 30" Mini Ceiling Fan Owner's Manual

Net Weight: 10.6 Lbs.

⚠ WARNING

WARNING: To avoid fire, shock, and serious personal injury, follow these instructions.

Safety Instructions

1. Read your owner's manual carefully and keep it for future reference.
2. Before servicing or cleaning unit, switch power off at service panel and lock service panel disconnecting means to prevent power from being switched on accidentally. When the service disconnecting means cannot be locked, securely fasten a warning device, such as a tag, to the service panel.
3. Be careful of the fan and blades when cleaning, painting, or working near the fan. Always turn off the power to the ceiling fan before servicing.
4. Do not put anything into the fan blades while they are turning.

Additional Safety Instructions for Installation

1. To avoid possible shock, be sure electricity is turned off at the fuse box before wiring, and do not operate fan without blades.
2. The installation is to be in accordance with the National Electrical Code, ANSI/NFPA 70-2008 and Local Codes. Use the National Electrical Code if Local Codes do not exist. The ceiling fan must be grounded as a precaution against possible electrical shock. Electrical installation should be made or approved by a licensed electrician.
3. The outlet box and joist must be securely mounted and capable of reliably supporting at least 35 pounds. Use only U.L. outlet boxes listed as "Acceptable for Fan Support", and use the mounting screws provided with the outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.
4. The downrod furnished with the fan provides the minimum recommended floor to fan blade clearance for an 8-foot ceiling.
5. The fan must be mounted with the fan blades at least 7 feet from the floor to prevent accidental contact with the fan blades.
6. Follow the recommended instructions for the proper method of wiring your ceiling fan. If you do not know enough about electrical wiring, have your fan installed by a licensed electrician.

WARNING: To reduce the risk of fire or electical shock, do not use this fan with any solid-state speed control device.

WARNING: To avoid fire, shock or injury, do not use on Emerson or any other brand of control not specifically approved fro this fan.

WARNING: To reduce the risk of fire or electric shock, this fan should only be used with fan speed control Model No. UC9020 (SW46), manufactured by Rhine Electric Co., Ltd.

WARNING: To reduce the risk of personal injury, do not bend the blade flange when installing the blade flanges, balancing the blades or cleaning the fan. Do not insert foreign objects in between rotating fan blades.

WARNING: To reduce the risk of electric shock, this fan must be installed with an isolating wall control/switch.

DATE CODE: _____

The date code of this fan may be found on the box, stamped in ink on a white label. You should record this data above and keep it in a safe place for future use.

THIS FAN IS SUITABLE FOR DAMP LOCATIONS SUCH AS COVERED PORCHES, COVERED PATIOS, AND COVERED DECKS... ANYWHERE THERE IS A ROOF OVERHEAD.

USE ONLY WITH LIGHT KITS MARKED SUITABLE FOR USE IN DAMP LOCATIONS.

This Manual is Designed to Make it as Easy as Possible for You to Assemble, Install, Operate and Maintain Your Ceiling Fan

Tools Needed for Assembly

One Phillips head screwdriver
One wire stripper
One stepladder

Materials

Wiring, outlet box and box connectors must be of type required by the local code. The minimum wire would be a 3-conductor (2-wire with ground) of the following sizes:

Installed Wire Length	Wire Size A.W.G.
Up to 50 ft.	14
50-100 ft.	12

⚠ WARNING

Before assembling your ceiling fan, refer to section on proper method of wiring your fan (Page 10). If you feel you do not have enough wiring knowledge or experience, have your fan installed by a licensed electrician.

Unpacking Instructions

For your convenience, check-off boxes are provided next to each step. As each step is completed, place a check mark in the box. This will insure that all steps have been completed and will be helpful in finding your place should you be interrupted.

⚠ WARNING

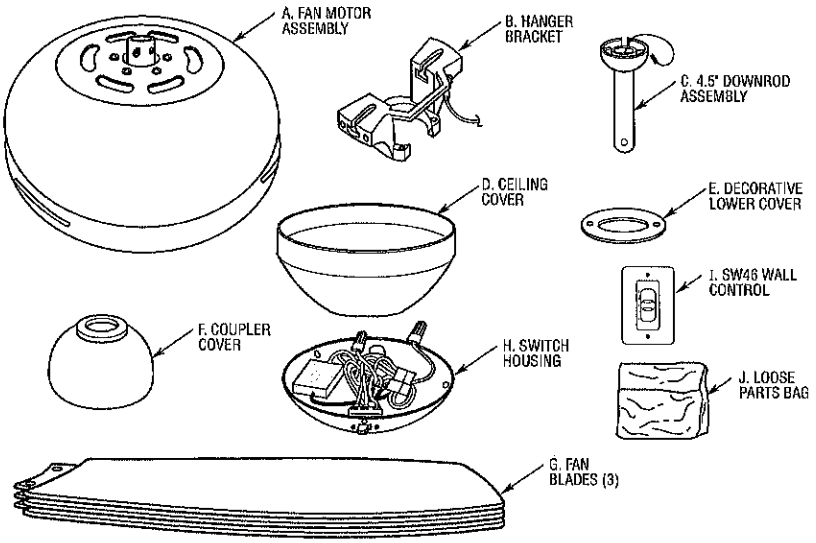
Do not install or use fan if any part is damaged or missing.

⚠ WARNING

This product is designed to use only those parts supplied with this product and/or any accessories designated specifically for use with this product by Emerson Electric Co. Substitution of parts or accessories not designated for use with this product by Emerson Electric Co. could result in personal injury or property damage.

☐ 1. Open carton containing fan. Remove top half of styrofoam unit. Remove parts and check to see that you have received the following parts:

NOTE: If you are uncertain of part description, refer to exploded view illustration.



a. Fan motor assembly
b. One hanger bracket
c. One 4.5" downrod assembly
d. One ceiling cover
e. One decorative lower cover
f. One coupler cover
g. Three fan blades
h. One switch housing
i. One SW46 wall control
j. One loose parts bag containing:
   1. Four 12 ga. wire connectors
   2. Seven M5 x 14mm flange head blade screws
   3. Four M5 x 10mm pan head screws
   4. Four external tooth lockwashers for hanger bracket assembly
   5. One clevis pin
   6. One hairpin clip
   7. Two threaded stud, #8-32 x 1-1/4"
   8. Two external tooth lockwashers
   9. Two knurled knobs, #8-32
   10. One rubber gasket
   11. One balancing kit

NOTE: Place the parts from the loose parts bags in a small container to keep them from being lost.

☐ **2.** Remove the fan motor assembly from the protective plastic bag. Place all carton contents on a protective surface.

IMPORTANT

Your ceiling fan is designed to be installed either in the standard manner, or in the close-to-the-ceiling manner. Using the standard method, the hanger ball/downrod assembly will suspend the fan several inches below the ceiling cover. Using the close-to-the-ceiling method, the ceiling cover installs directly on the fan motor housing, thus mounting the fan 3-1/2 inches closer to the ceiling than the standard method. In no case should the fan blades be lower than seven feet above the floor. Depending on your desired mounting method, proceed to "INSTALLING HANGER BALL/DOWNROD ASSEMBLY" for standard mounting, or to "INSTALLING CEILING COVER ON FAN MOTOR HOUSING" for close-to-the-ceiling mounting.

Electrical Requirements

Your new ceiling fan will require a grounded electrical supply line of 120 volts AC, 60 Hz, 15 amp circuit.

The outlet box must be securely anchored and capable of withstanding a load of at least 35 pounds.

⚠ WARNING

To reduce the risk of fire, electric shock, or personal injury, mount fan to outlet box marked "Acceptable for Fan Support", and use screws supplied with outlet box. Most outlet boxes commonly used for support of light fixtures are not acceptable for fan support and may need to be replaced. Consult a qualified electrician if in doubt.

If your fan is to replace an existing ceiling light fixture, turn electricity off at the main fuse or circuit breaker box at this time and remove the existing light fixture.

⚠ WARNING

Turning off wall switch is not sufficient. To avoid possible electrical shock, be sure electricity is turned off at the main fuse or circuit breaker box before wiring. All wiring must be in accordance with National and Local codes and the ceiling fan must be properly grounded as a precaution against possible electrical shock.

How to Assemble Your Ceiling Fan

☐ **1.** Position the fan motor assembly upside down in preparation for mounting the three fan blades.

☐ **2.** Rotate the notched switch assembly to expose the holes for blade assembly (Figure 1).

☐ **3.** Slide blade through blade slot in blade housing assembly. Mount blade to fan housing using two M5 x 14mm flange head blade screws (Figure 1).

NOTE: Take care not to scratch fan housing assembly when installing blades.

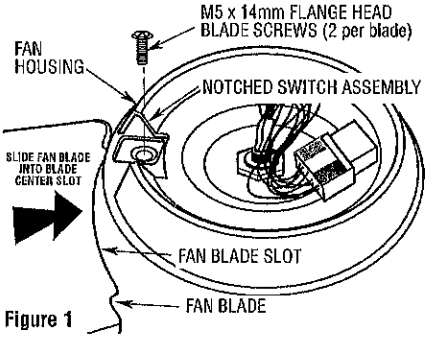

M5 x 14mm FLANGE HEAD BLADE SCREWS (2 per blade)
FAN HOUSING
NOTCHED SWITCH ASSEMBLY
SLIDE FAN BLADE INTO BLADE CENTER SLOT
FAN BLADE SLOT
FAN BLADE

Figure 1

☐ **4.** Complete the remaining two blades installation per the above instructions.

☐ **5.** Remove the three M4 x 8mm flat head screws from the switch housing adapter plate (Figure 2). Retain the screws for future installation.

☐ **6.** Engage the connector of the switch housing assembly with the motor connector (Figure 2). The two connectors are keyed and color-coded and must be mated correctly (color-to-color) before they can be engaged. Make sure the connector latch closes properly.

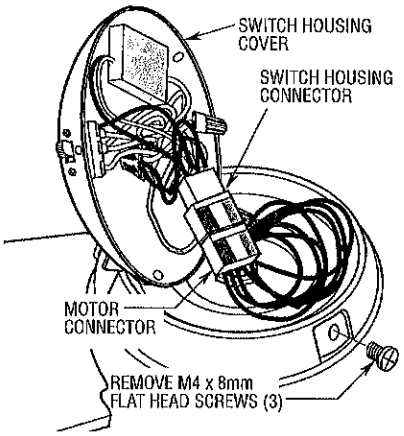


Figure 2

☐ **7.** Position the switch housing assembly on the switch housing plate and align the holes in the switch housing assembly with the holes in the plate. Secure the switch housing assembly by installing the three previously removed M4 x 8mm flat head screws (Figure 3).

⚠ WARNING

To avoid possible fire or shock, do not pinch wires between the switch housing assembly and the bracket switch housing assembly.

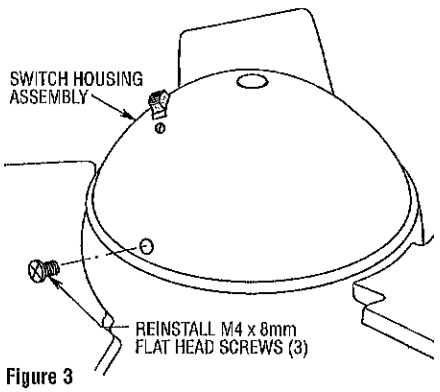


Figure 3

Installing the Hanger Ball/ Downrod Assembly for Standard Mounting

☐ **1.** Carefully turn the partially assembled ceiling fan right side up and place the fan securely into the packing sytrofoam in preparation for final assembly.

☐ **2.** Remove the hanger ball by loosening the setscrew in the hanger ball until the ball falls freely down the downrod (Figure 4). Remove the pin from the downrod, then remove the hanger ball. Retain the pin and hanger ball for reinstallation in Step 7.

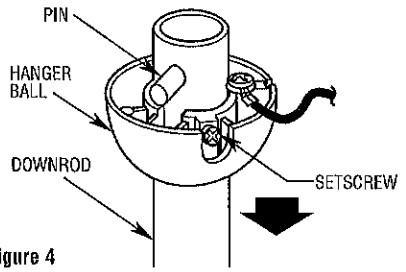


Figure 4

☐ **3.** Loosen setscrew in motor coupler if necessary. Separate, untwist and unkink the three 42" motor leads. Route the motor lead wires through the downrod. Align the clevis pin holes in the downrod with the holes in the motor coupler. Install the clevis pin and secure with the hairpin clip (Figure 5). The clevis pin must go through the holes in the motor coupler and the holes in the downrod. Be sure to push the straight leg of the hairpin clip through the hole near the end of the clevis pin until the curved portion of the hairpin clip snaps around the clevis pin. The hairpin clip must be properly installed to prevent the clevis pin from working loose. Pull on the downrod to make sure the clevis pin is properly installed.

⚠ WARNING

It is critical that the clevis pin in the motor coupler is properly installed and the setscrew securely tightened. Failure to verify that the pin and setscrew are properly installed (as shown in Figure 5) could result in the fan falling.

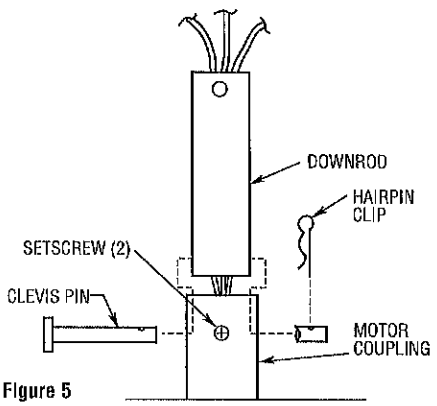


Figure 5

☐ **4.** While pulling up on the downrod, securely tighten the two setscrews in the motor coupling (Figure 6).

NOTE: The setscrews must be properly installed as described above, or fan wobble could result.

☐ **5.** Make sure the grommet is properly installed in the coupling cover then slide the coupler cover on the downrod until it rests on the motor housing (Figure 6).

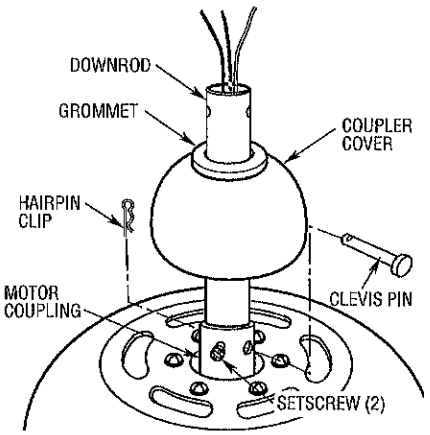


Figure 6

☐ **6.** Place the decorative lower cover and ceiling cover over the downrod. Be sure both pieces are oriented correctly (Figure 7).

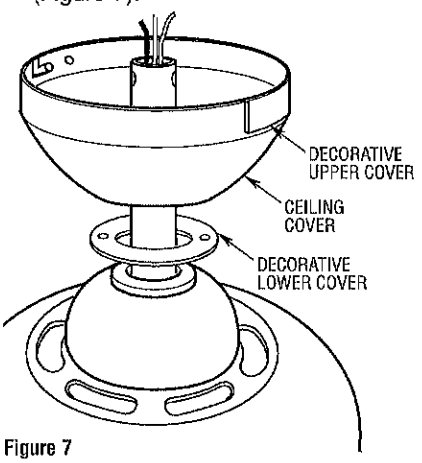


Figure 7

☐ **7.** Reinstall the hanger ball (Figure 8) on the downrod as follows. Route the motor leads through the downrod. Position the pin through the two holes in the downrod and align the ball so the pin is captured in the groove in the top of the hanger ball. Pull the hanger ball up tight against the pin and securely tighten the setscrew in the hanger ball. A loose setscrew could create fan wobble.

⚠ WARNING

It is critical that the pin in the hanger ball is properly installed and the setscrew securely tightened. Failure to verify that the pin and setscrew are properly installed could result in the fan falling.

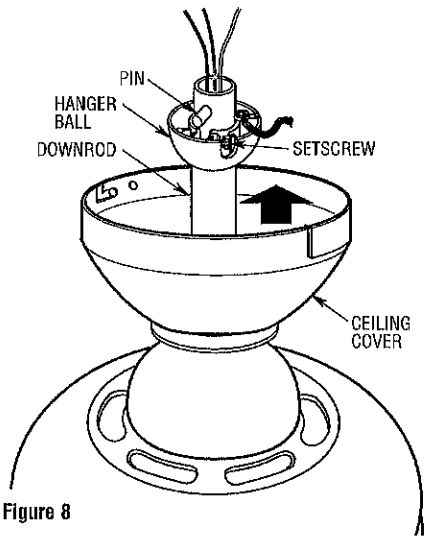


Figure 8

☐ **8.** The fan comes with blue, black and white leads that are 42" long. Before installing fan, measure up approximately 6 to 9-inches above top of hanger ball/downrod assembly. Cut off excess leads and strip back insulation 1/2-inch from end of leads.